

23 February 1965

Mr. Donovan Q. Zook  
Executive Director  
Board of Examiners for the Foreign Service  
Department of State

Dear Mr. Zook:

This letter is in response to yours of February 18 concerning the qualifications of [redacted] for appointment as a Foreign Service officer.

STAT

I can give you very little detailed information on this young man, for although I have known him for some ten years I have not known him intimately or been in a position to observe his work in college or elsewhere. However, everything I do know about him is favorable.

He is the son of

STAT

It is my understanding that [redacted] has grown into a responsible young man. Certainly his mother and father are representative of all that is to be desired, fine American citizens, and they have without doubt implanted proper ideals

STAT

John W.

of citizenship, loyalty and integrity in their son, [redacted]

STAT

I therefore can recommend your serious consideration of [redacted] more on the basis of his family background and the environment in which he has been raised than from an intimate knowledge of the young man himself.

Therefore, in endorsing him I am not attempting to fill out the detailed questionnaire which was attached to your letter, as I have not been close enough to [redacted] to fill out the questionnaire in any meaningful manner.

STAT

Yours very truly,

John A. McCone

JAM/mcm

1 - DCI alphabetic  
1 - DCI chrono



DEPARTMENT OF STATE  
WASHINGTON

Executive Registry  
65-2484

February 18, 1965

IN REPLY REFER TO:

Dear Mr. McCone:

STAT

[redacted] is a candidate for appointment as a Foreign Service officer. He has given your name as a reference.

It would be greatly appreciated if you would give the Board of Examiners as full a statement as possible of your opinion of this candidate's qualifications and suitability for appointment as a Foreign Service officer, with special attention to intellectual ability, personality, character, temperament and loyalty. The Board is interested in knowing of any pertinent weaknesses or defects in our candidates as well as their strong points. In your own case, the question of whether or not you would be pleased to have this candidate serve as a member of your staff is of particular importance.

I should be very grateful for any help you can give in selecting officers for the Foreign Service. Anything you write will be for the use of the Board of Examiners and will not be revealed to the candidate. The enclosed reference questionnaire will indicate the type of information we seek regarding candidates for the Foreign Service. As this candidate's oral examination is scheduled to be held soon, it would be helpful if your reply could be received by the Board within two weeks of the date of this letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "D. Donovan Zook".

Donovan Q. Zook  
Executive Director  
Board of Examiners for the Foreign Service

Enclosure:

Reference Questionnaire.

The Honorable

John A. McCone,  
3025 Whitehaven Street,  
Washington, D. C.

16. ABILITY TO USE APPROVED FOR RELEASE 2003/05/05 : CIA-RDP80B01676R000400100015-9					No	Don't Know
Applies common sense to the solution of problems						
Anticipates consequences of particular course(s) of action						
Can consider both sides to a question						
Has in his thinking						
Realizes basic issues involved in a problem, except from incidents						
Is quick to understand new, involved, or difficult problems						
Recognizes his own limitations and asks for help when he needs it						
Shows evidence of imaginative thinking in his approach to problems						
Demonstrates good judgment						

COMMENTS:

In summary, how would you rate the candidate's ability to use his mind? (Check One)						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Recommended with enthusiasm	Recommended with confidence	Would possibly be suitable	Reluctant to recommend	Unsuitable		

17. LEADERSHIP						
					Yes	No
Is able to delegate authority and fix responsibility						
Takes responsibility for the decisions he makes						
Lets others know that he considers their views and opinions						
Tries to convince others to broaden rather than narrow sound reasons						
Is respected for the wisdom and courage of his leadership						
Tries to persuade others with charm rather than with logic						
When right, holds his own in the face of dissenting or hostile opinions						

COMMENTS:

In summary, how would you rate the candidate's leadership? (Check One)						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Recommended with enthusiasm	Recommended with confidence	Would possibly be suitable	Reluctant to recommend	Unsuitable		

18. POTENTIAL FOR OVERSEAS ADJUSTMENT						
					Yes	No
Adjusts readily to new living or working conditions						
In an overseas post, he might tend to associate only with Americans						
Is intolerant of persons of another color or creed						
In an overseas post, he might tend to "go native" and adopt foreign manners and customs and reject his own						
Enjoys associating with people of other races, religions and cultures						
Participates in community affairs						
Has hobbies he enjoys in his leisure time						

COMMENTS:

In summary, how would you rate the candidate's potential for overseas adjustment? (Check One)						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Recommended with enthusiasm	Recommended with confidence	Would possibly be suitable	Reluctant to recommend	Unsuitable		

(OVER)

19. Do you have knowledge of any behavior, activities or associations which would cause you to question this person's reliability, honesty, trustworthiness, good conduct or character? <input type="checkbox"/> YES <input type="checkbox"/> NO						
If your answer is "YES", please explain fully.						

- (a) Do you have any reason to question this candidate's loyalty to the United States?  YES  NO
- (b) Do you have any reason to believe this candidate belongs, or has belonged, to any Communist or Fascist organization, or to any organization which advocates overthrowing or altering our constitutional form of government by force or other illegal means?  YES  NO
- (c) To your knowledge does this candidate associate, or has he associated, with any United States citizen whose loyalty to the United States is questionable or with anyone who belongs to any of the types of organization described in (b) above?  YES  NO

If your answer to any of these questions is "YES", please give full details:

20. WIFE AND FAMILY (to be answered with respect to male candidates)						
Do you know the candidate's wife and family or fiancée? <input type="checkbox"/> YES <input type="checkbox"/> NO						
If you have checked "YES", please answer the following statements about his wife or fiancée: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know						
(a) Is emotionally adjusted for extended residence in any country of the world						
(b) Is at ease in social gatherings						
(c) Is in good health						
(d) Has a good understanding of American institutions, culture and history						
(e) Would be an asset in his work of representing the United States abroad						

COMMENTS:

IN SUMMARY, how would you rate the candidate's wife or fiancée as a prospective member of our official representation abroad? (Check One)						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Recommended with enthusiasm	Recommended with confidence	Would possibly be suitable	Reluctant to recommend	Unsuitable		

21. Would you want this candidate to represent you officially abroad?  YES  NO

Please explain why or why not:

22. REMARKS (Continuation of answers to foregoing questions. If these questions have omitted any area of your knowledge of the candidate your additional comments will be helpful and appreciated. Please use additional sheets if necessary.)						
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Date	Your Occupation	Your Signature
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U. S. GOVERNMENT PRINTING OFFICE: 1965 O - 702-208 (1960)

FORM APPROVED  
BUDGET BUREAU NO. 47-R163-I

DEPARTMENT OF STATE  
WASHINGTON

February 17, 1965

STAT

(Name of Candidate)



The Honorable John A. McCone,  
3025 Whitehurst Street,  
Washington, D. C.

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The Board of Examiners for the Foreign Service is conducting an inquiry relative to the person named above, who is being considered further for appointment as a Foreign Service officer after having successfully passed a difficult written examination.

Foreign Service officers for the Department of State and the United States Information Agency are selected through open competition for appointment by the President with the advice and consent of the Senate, except in the case of emergency appointments. In view of the responsible nature of this career service, the Board must be supplied complete information and candid opinions concerning not only the candidates' strong points but also their weaknesses, defects or adverse qualities. Foreign Service officers must not only be competent in their work but must also be persons whose loyalty, intellectual capabilities, and personal integrity are representative of the government in dealing with the leaders and the people of foreign countries. Only a few can be selected from the large number of outstanding young people who apply. The standards are necessarily high.

As a public service, will you please evaluate this candidate's personal and professional qualifications for a position of national trust and responsibility in the Foreign Service? Your replies will, of course, be held in confidence. You are urged to bear the following questions in mind in making your appraisal on this form: "Is this candidate a person whom I would select to represent the United States abroad?"

It would be most helpful if your comments could be received by the Board within two weeks of the date of this letter so that preparations may be made for the candidate's oral examination. Please forward this form in the enclosed envelope, which requires no postage if mailed in the United States. Thank you for your cooperation.

Very truly yours,

Donovan Q. Zook  
Executive Director  
Board of Examiners for the Foreign Service

DEPARTMENT OF STATE  
QUESTIONNAIRE REGARDING CANDIDATE FOR APPOINTMENT

AS A FOREIGN SERVICE OFFICER

1. How long have you known this candidate? From: _____ To: _____
2. In what capacity have you known the candidate? <input type="checkbox"/> His colleague <input type="checkbox"/> His supervisor or employer <input type="checkbox"/> His teacher or professor <input type="checkbox"/> His friend <input type="checkbox"/> Other (specify) _____
3. How frequently have you observed the candidate? (check as many as apply) <input type="checkbox"/> Infrequently <input type="checkbox"/> Socially <input type="checkbox"/> Infrequently <input type="checkbox"/> Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Frequently <input type="checkbox"/> Almost daily <input type="checkbox"/> Almost daily <input type="checkbox"/> Almost daily
4. If the candidate was employed by you or worked under your supervision, please provide the following information regarding his employment: a. Dates _____ b. Salary _____ c. Nature of work _____
5. To the best of your knowledge, has the candidate ever been discharged or forced to resign from a position? <input type="checkbox"/> YES <input type="checkbox"/> NO (If "Yes", please explain) _____
6. Does the candidate have any physical, psychological or social handicaps which might raise doubts as to his effectiveness as a Foreign Service Officer? <input type="checkbox"/> YES <input type="checkbox"/> NO (If "Yes", please explain) _____
7. In your opinion, what are the candidate's a. Strongest points? _____ b. Weakest points? _____
8. In general, what are your comments on the candidate's personality as it might affect his performance in the Foreign Service? _____

**NOTE:** The following evaluation outline has been prepared to assist you in giving us information. Under each category is a series of descriptive statements. Based upon your knowledge of the candidate, place a check in the appropriate column for each statement. Please use the "Don't Know" column only if you honestly feel that you cannot provide a "Yes" or "No" answer. Use the blank space at the end of each category to record additional comments and observations and to amplify or explain any of the checked statements.

	Yes	No	Don't Know
9. ORAL EXPRESSION			
Speaks convincingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is inclined to be overtalkative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can speak and write well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizes his thoughts logically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes errors in grammar or pronunciation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mumbles - is hard to understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:			
In summary, how would you rate the candidate's oral expression? (Check One)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend with enthusiasm    Recommend with confidence    Would possibly be suitable    Reluctant to recommend    Unsuitable			

10. WRITTEN EXPRESSION	Yes	No	Don't Know
Writes convincingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chooses words and phrases well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizes his thoughts logically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes errors in spelling and grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:			
In summary, how would you rate the candidate's written expression? (Check One)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend with enthusiasm    Recommend with confidence    Would possibly be suitable    Reluctant to recommend    Unsuitable			

11. APPEARANCE, BEARING, MANNER	Yes	No	Don't Know
Dresses neatly and appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has distracting or annoying mannerisms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has good manners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is ill at ease in social groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes a good impression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:			

12. ABILITY TO PERSUADE OTHERS	Yes	No	Don't Know
Is intolerant of other persons' opinions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associates with him for guidance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can persuade others to cooperate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is good at recognizing diverse points of view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is clear and perceptive in arguments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:			
In summary, how would you rate the candidate's ability to persuade others? (Check One)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend with enthusiasm    Recommend with confidence    Would possibly be suitable    Reluctant to recommend    Unsuitable			

13. ENERGY AND DILIGENCE IN PURSUING TASKS	Yes	No	Don't Know
Purposes actively and energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes on off-duty tasks he dislikes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lacks physical vitality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sometimes loses interest in an activity before he finishes it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can be depended on to carry out an assignment on his own	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes assignments on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is, or has been, in poor physical health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:			
In summary, how would you rate the candidate's ability to pursue tasks? (Check One)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend with enthusiasm    Recommend with confidence    Would possibly be suitable    Reluctant to recommend    Unsuitable			

14. SELF CONFIDENCE, POISE, AND ABILITY TO GET ALONG WITH OTHERS	Yes	No	Don't Know
Is confident of his own ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is easily discouraged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accomplishes tasks successfully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is inclined to be bashful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tends to be unduly shy or reserved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gets rattled and/or angry when his opinions are challenged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Show evidence of emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works as a member of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will take on opposing stand just to be different	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is tactful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performs effectively in a stress situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps to himself much of the time but is not actually unfriendly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When wrong, changes his position in the face of evidence contrary to original views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:			
In summary, how would you rate the candidate's self confidence, poise, and ability to get along with others? (Check One)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend with enthusiasm    Recommend with confidence    Would possibly be suitable    Reluctant to recommend    Unsuitable			

15. PERSONAL INTEGRITY, RESPONSIBILITY, AND CONDUCT	Yes	No	Don't Know
Makes excuses for his failings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps his word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is inclined to bluff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asks favors which may not deserve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspires trust on the part of friends and associates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is willing to take an unpopular stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adheres to accepted social behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occasionally drinks to excess	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has sometimes failed to live up to his ability to get along with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sometimes fails to pay his debts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gambles to excess	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a reputation as a troublemaker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:			
In summary, how would you rate the candidate's personal integrity, responsibility, and conduct? (Check One)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend with enthusiasm    Recommend with confidence    Would possibly be suitable    Reluctant to recommend    Unsuitable			